INTRODUCTION

This guide will go over some of the more advanced topics involved with setting up your PinPoint database.

Every topic discussed in this guide is completely optional – none of the following is required, but all are included.
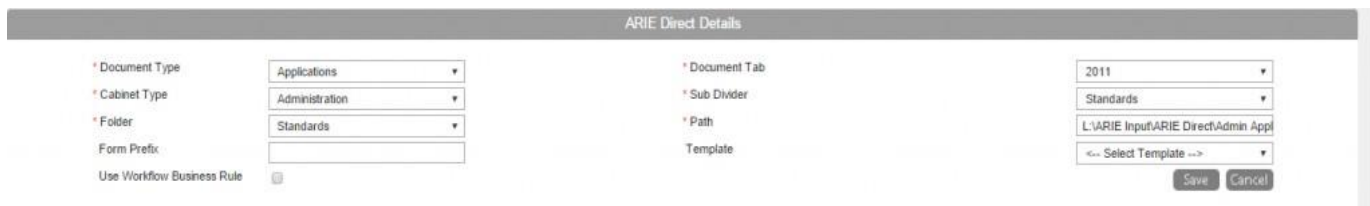
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ARIE DIRECT

Direct is the least involved way to have ARIE automatically file your documents into PinPoint, because through this method, ARIE is not looking at the content or the name to file them. With Direct, ARIE files documents according to which specific ARIE Direct subfolder you place them in within the ARIE Direct (parent) folder provided to you by LSSP.

When setting up a Direct rule, you will utilize the path of the ARIE Direct subfolders you create within the ARIE Direct (parent) folder to "direct" ARIE as to where your document(s) should be filed within PinPoint. In addition to the path, you will select the Document Type and Tab, as well as the Cabinet, Folder and Sub Divider that ARIE will use when filing these documents into PinPoint.

You can have as many ARIE Direct rules as you would like.

Admin > ARIE > ARIE Direct

ARIE Direct Details			
* Document Type	Applications ▾	* Document Tab	2011 ▾
* Cabinet Type	Administration ▾	* Sub Divider	Standards ▾
* Folder	Standards ▾	* Path	L:\ARIE Input\ARIE Direct\Admin Appl
Form Prefix		Template	<-- Select Template --> ▾
Use Workflow Business Rule	☐		Save Cancel

ARIE NAMED

Like Direct, Named has ARIE filing documents according to which specific ARIE Named subfolder you place them in within the ARIE Named (parent) folder provided to you by LSSP. The only difference is that, during the rule setup, you don't pick the Folder in which the document will be placed as you do for Direct rules. With Named rules, ARIE uses the name of the document and attempts to match the name against your folders in the cabinet indicated by the rule.

When setting up a Named rule, choose a Document Type, Tab, Cabinet to be associated with that path, and pick a default Sub Divider in case that information is missing in the filename. The path entered should be the path to the ARIE Named subfolders you create within the ARIE Named (parent) folder.

When naming each document, there is a specific naming convention that gets used. The document should use + signs as separators between the folder, subdivider, and file name. For example, a filename of *ABC+Invoices+Acme Inc.pdf* that get s placed in a "Vendors" ARIE Named subfolder would result in the document being filed in the Vendors cabinet, inside a folder named *ABC* and a subdivider named *Invoices*. The document name in PinPoint would then be *Acme Inc.pdf*.

Folders will be created if they do not exist, but subdividers must already be created or the document will not file.

Admin > ARIE > ARIE Named

ARIE Name Details			
* Document Type	Job Tickets ▾	* Document Tab	2012 ▾
* Cabinet Type	Vendors ▾	* Sub Divider	ALL ▾
* Path	L:\ARIE Input\ARIE Named\Vendors\	Form Prefix	
Template	<-- Select Template --> ▾	Use Workflow Business Rule	☐
			Save Cancel

ARIE BATCH

ARIE Batch is a way of filing batches of documents using what is called a Batch Indicator.

A Batch Indicator is a unique word or phrase that you'll place on a cover page (a Word document with the indicator typed on it works great). When ARIE sees that Batch Indicator, it refers to the rules you have setup to know where the document should be placed. This is helpful for filing archived data that is all going into the same cabinet and folder, but you want them filed as separate documents. Just remember that for every "new" location your documents should be filed, you'll need to create a new rule with a new batch indicator. If you are planning on filing several documents at once that all need to go to different spots, we would highly recommend using ARIE Multiple instead.

Admin > ARIE > ARIE Batch

Arie Batch

Menu

ARIE Batch Details

* Document Type	<-- Select Document Type -->	* Document Tab	<--Select-->
* Cabinet Type	<-- Select Cabinet -->	* Sub Divider	<--Select-->
* Folder	<--Select-->	Keep Cover Page	
* Title		* Batch Indicator	
Template	<-- Select Template -->	Use Workflow Business Rule	

Save   Cancel

Document Type	Document Type Tab	Cabinet	Sub Divider	Folder	Title	Batch Cover	Keep Cover	Template	Use Business Rule	Delete
Applications	2011	Practitioners	Reviews	Adams	New Hire Information	Bill Adams	No		No	✖
chem-trans	all	Departments	P&P	Registration	Department activity	Registration	No		No	✖
Customer Contracts	2012	Departments	P&P	Administration	Balance sheet for Admin	Administration	No		No	✖
Customer Invoices	2012	Client	Estate Planning	Goldberg & Smith	Estate Palnning	Goldberg	No		No	✖
Paper Documents	Inbound	Board Meetings	Agendas	Board Meeting	PandL	profit	Yes		No	✖
Supporting Documents	All	Practitioners	Reviews	21010	Dept Report	21010	No		No	✖
Vendor Invoices	2013	Vendors	Invoices	Acme Inc.	Acme Invoice	acme	Yes		No	✖

25 ▼

ARIE SINGLE

ARIE Single is the idea that you are taking 50 pages to be scanned into PinPoint, and each of those pages should be treated as its own individual document. In other words, when using this method, ARIE will split the document by every-single page, and file each page according to its content. The ARIE Single folder will be provided to you by LSSP, or you can use the SmartScan feature in PinPoint.

For an ARIE Single rule, documents must be placed in the location on the server or computer running ARIE as indicated for use with ARIE Single.

Each document placed in the folder will be broken down and each page will be filed as an individual, one-page document.

See the section below on Distribution Rules for more information on setting up the options within the rule.

ARIE NATIVE

ARIE Native is the idea that those same 50 pages are, instead, just one document that should not be split or separated. When using this method, ARIE will not split the document in any way, and will file the document based on the content of the first page only. The ARIE Native folder will be provided to you by LSSP, or you can use the SmartScan feature in PinPoint.

For an ARIE Native rule, documents must be placed in the location on the server or computer running ARIE as indicated for use with ARIE Native.
Each file placed in the folder will be kept together and filed as one document.

See the section below on Distribution Rules for more information on setting up the options within the rule.

ARIE MULTIPLE

ARIE Multiple is when we take those same 50 pages, but within that batch there are a few separate documents of varying page lengths. Here, we would need to use a cover page again to indicate when to split previous pages away from the remainder of the batch. ARIE uses "BULKMR" as the indicator word for splitting. It is hard coded into the system this way, so always use that when making separator pages or stamps. When using this method, ARIE will split the document after each "BULKMR" separator page, and will file each document based on the content of the first page only. The ARIE Multiple folder will be provided to you by LSSP, or you can use the SmartScan feature in PinPoint.

For an ARIE Multiple rule, documents must be placed in the location on the server or computer running ARIE as indicated for use with ARIE Multiple.

Each document placed in the folder will be separated into documents of variable length, with breaks determined by the phrase **BULKMR**.
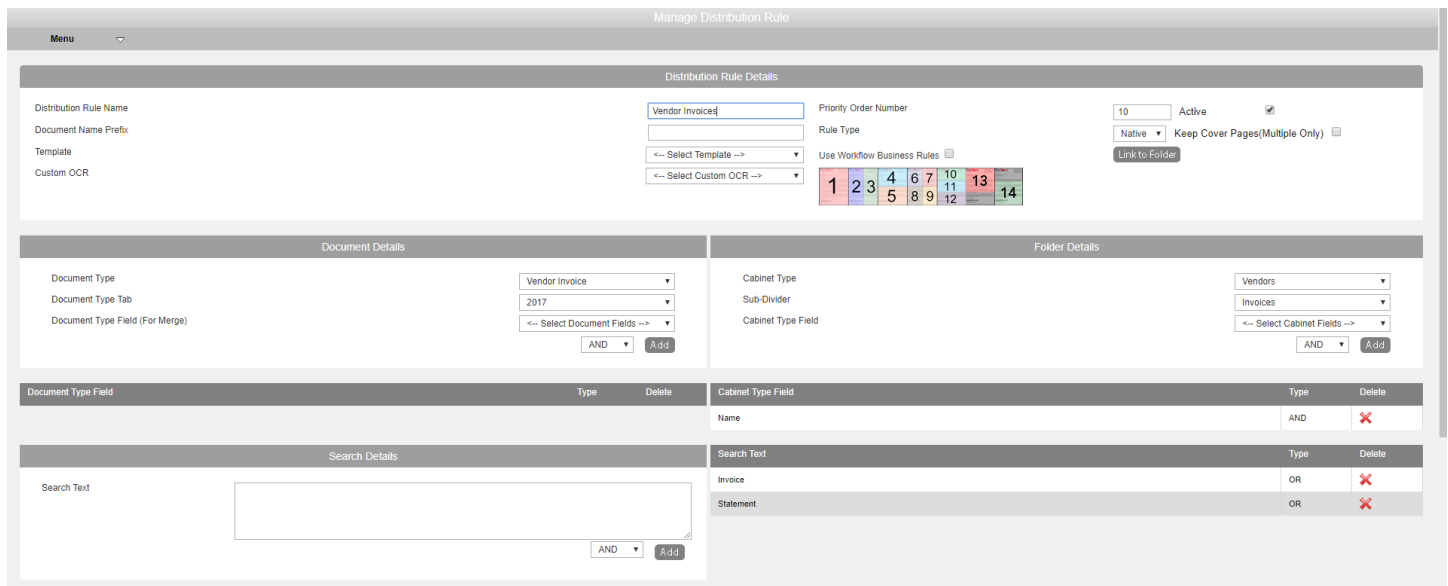
BULKMR can be placed by itself on a separate, reusable page, or it can be on the first page of each document.

See the section below on Distribution Rules for more information on setting up the options within the rule.

Distribution Rules
Admin > ARIE > Distribution Rules

The same method is used for setting up ARIE Native, ARIE Multiple, and ARIE Single rules.

Distribution Rule Name: Just a simple name so you know what this rule applies to.

Priority Order Number: This is the sequence order ARIE uses when trying to file documents through your Native rules. There may be times when you need one rule to be matched before another to rule it out. For the most part, you can just keep going in a normal sequence (1, 2, 3, 4, 5), but it is recommended to put your more specific rules (the ones with more qualifications that need to be met) first, to rule those in or out right away.

Active: Make sure this is checked for the rule to be active, or leave the box unchecked if it should not currently be used by ARIE when trying to file a document.

Document Name Prefix: Any document that meets this rule can be assigned a name prefix. Enter the prefix in this box if you would like to assign one.

Rule Type: Decide if this rule will be for a Native, Single, or Multiple.

Keep Cover Page: This is only applicable with ARIE Multiple.

Template (Zonal Capture): If a template should be associated with this rule, choose it from the drop-down. Templates allow you to pull metadata from predefined coordinates on the first page of any document.

Use Workflow Business Rule: Check this box if a business rule should be associated with this distribution rule. See the section on Managing Workflows for more information on business rules.

Link to Folder: You can "link" any Native rule to specific folders, that way ARIE tries to file documents only to those folders linked in the rule.

Custom OCR: When ARIE is trying to file a document through a distribution rule, it is scanning the content on the first page of the document. By choosing the "Customer OCR", you are saying where on the first page ARIE is looking for content to file the document. For example, if you chose #4, then ARIE would only be looking for content in the top-half of the first page.

Document Details: This is where you indicate the document type and the document type tab you'd want these documents to be filed under.

Folder Details: This is where you indicate the cabinet and subdivider you would want the documents going into. Cabinet Type Field is where you pick one or more metadata fields that you want ARIE to look for on the document to indicate the folder it should go into. For example, if I added my Vendor Name field, ARIE will need to find a vendor name on the document that matches a vendor name that is part of the metadata for a folder you've added in the system. You can add more than one metadata field using and/or logic, as well.

Search Details/Text: Enter a word or phrase that exists on the first page of the file that will help ARIE match this document to a distribution rule. For example, if I was filing my vendor invoices, I may say that "Invoice" OR "Statement" should be present on the document for the rule to be satisfied. Again, you can use and/or logic.
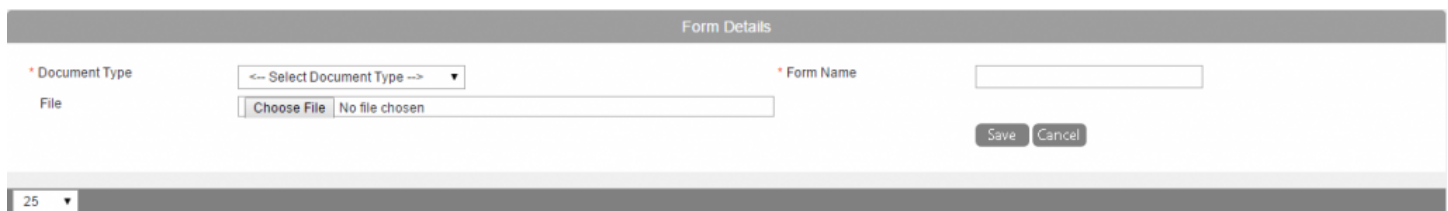
Once you've added all this information, check to be sure the Active checkbox is marked, and click Save. Your rule is now ready to be used! Always test new rules with a few documents before filing several at once, just to be sure everything is going where it should.

FORMS

Adding a Form
Admin > Setup > Forms

You can add forms to PinPoint as editable PDF's. These forms can then be pulled and completed from the File Single Document screen.

Form Details			
* Document Type	<-- Select Document Type --> ▼	* Form Name	
File	Choose File No file chosen		
		Save Cancel	
25 ▼			

1. First, create your form using an external PDF creator. Adobe is an example.
2. **Select the document Type** this form applies to.
3. Give the form a **Name**.
4. Click **Browse** and upload the form from your workstation.
5. Click Save.

Using a Form

1. **Menu >Filing > Single Document**
2. First, select the **Document Type** that you uploaded the Form to.
3. Click the **Fx** icon, then click **Forms**.
4. **Select** the Form you'd like to open and the form will appear in the document view, and is able to be completed.
5. Once you have completed the form, finish completing the other document details for filing, then click **Save**.
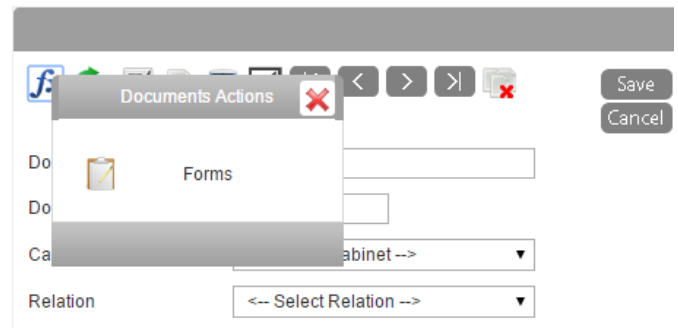
LOADING FOLDERS

Using the Folder Load function through ARIE, you can have the system create multiple new folders automatically as opposed to one folder at a time manually. Please follow the steps below to prepare a spreadsheet to load. **Following these instructions is very important to ensure the correct data is loaded into the correct field.**

Begin by looking at the Cabinet Type Details (also referred to as the "Folder Details") for the Cabinet these folders should be loaded to. You'll want to take special note of the order of the fields and the field types of each (Text, Numeric, Date Type, Checkbox).

Then, start a spreadsheet (.xlsx, .xlx, or .csv only) to enter the folder details for all your new folders.

1. Across the first row, type each Field Name in individual boxes. The Field Names do not have to be exact, **but it is very important that the Field Names are typed in the order they appear in PinPoint.**

	A	B	C	D	E
1	Vendor Name	Vendor Contact	Vendor Address	Date Field	
2	ABC Company	Joe Smith	123 Main Street Anywhere, IL	04/15/2014	
3					
4					

2. It is important that there be a column for every field in Row 1. You can leave the data column blank, though the column must header be present.
3. Once you have entered all your field names in Row 1 in the correct order, it's time to input the data. This can be done manually, or you can export the data from another system into your spreadsheet. Just make sure the data column all lines up correctly. Each row will be a new folder entry into PinPoint (**limit of 1,000 rows can be used per load**).
4. Finally, once your spreadsheet is ready to be loaded into PinPoint, go to the Manage Folders screen to upload.

A few notes:

We highly recommend trying to load only a few folders at first using the spreadsheet. Then, you can ensure everything is going to the right spot before loading several at once.

For any field that will be a **Date Type**, please enter "Date Field" as the column header, not the field name.

For **Checkboxes**: you will enter "0" or nothing to leave the check off; you will enter "1" for any check you would like on.

For **Drop-Down fields**, you will need to match the numeric value from a SQL table. If you are on the cloud, contact LSSP for those values. If you host on your own server, please submit a support ticket and LSSP can send you a script to run on your SQL server to retrieve those values.

For instances when "0" may appear as the beginning of a numeric field: if the "0" is important to the structure of the number (i.e. zip code: 00108 is valid, 108 is not), please make this field a Text field, instead of Numeric. Numeric will eliminate "0" at the beginning of a number.

VARIABLE NAMING

Variable Naming allows for a standard naming convention to be assigned to specified Document Types. You can select from the different items in any order that will be applied as the document name once filed into the system.

1. First, give your Variable Name rule a name.
2. Decide which variables you would like to include, as well as the order they should appear in the document name. Hard Code is a variable that will be the same, no matter the document. All others will vary, depending on the document.
3. Using the Drop-down menus, add your variables (Document Type, Folder, User, etc..) and select the sequence number for each (which order it will display in the document name).
4. Click Save once completed.

To add a Variable Name to a document type: Admin > Setup > Document Types.

1. After you create a new document type, or choose an existing one, scroll down to the Retention section located in the bottom left of the screen.
2. Using the Variable Name Drop-Down menu, select the appropriate naming convention for the specific document type.
3. Once you have selected the correct Variable Name, click Save.

WORKFLOW

Creating Workflow
Admin > Workflow > Manage Workflows

Managing a workflow means the building of the workflow task details for your specified users to complete. Workflows are assigned automatically to specified users once they are added to the specified document type. Workflows can also be overridden at the File/Review screen (Menu>Filing>Single Document).

1. Begin by typing in a name for this workflow.
2. Select a supervisor
3. Enter the workflow description.
4. Click the Save button.

5. Click on the workflow you just Saved, you will notice there is a new button called **Task Details.**

1. First, assign the user for this opening task.
2. Determine the sequence number, along with the duration in days the user must complete the task.
   Please note we suggest starting the sequence number higher than 1, as this will enable you to update this workflow with tasks earlier than the very first. Leaving space between the sequence numbers enables that (i.e. sequence numbers 5, 10, 15, 20, etc.)
3. Enter the task Description for the specified user.
4. Repeat steps 1-3 for each user in the given workflow. If you have another task to enter, add another task and continue to save. **Remember to update the sequence number.**
5. After you've completed creating the task details, click the Save button.

Subtasks

Before we talk about subtasks, let's explain what that term means in the system. When a task is assigned to you, the system will notify you, and the task will be placed on your list of workflows to complete. Once you've completed the task, it goes on to the next person(s).

Tasks can be sequential (one after another) or lateral (one task given to multiple users). To use the lateral task, you will create subtasks. *Please be aware you add subtasks to the parent task, but not subtasks to subtasks* **unless that's your intent**.

Please Note: A task cannot be moved to the next task if there are subtasks involved that are not complete. Once those subtasks are complete, the task can then be moved onto the next person(s).

Another parameter file that you can build on is referred to as the workflow status. The workflow status gives you the ability to use a drop-down box during workflows to update the status. This table is defined by you for the entries you require. To access this page, click on **Admin> Workflow > Workflow Status.**

Supervisor Workflow Management
Workflows > Supervisor Workflows

When you are a supervisor of a workflow, you can monitor progress of each document involved on this screen. Search by workflow name, user, and/or due date, and you can see which user currently has each document and when their task is due. You can also add comments that the current assigned user will see.

Reassigning Workflow
Workflows > Reassign Workflows

Use this function to reassign a workflow task to another user. You can search by workflow, who a task is currently assigned to as well as a List option to show a range of workflows.

To reassign a task to another user:

1. Click the Select checkbox next to the original user.
2. Then choose a new user from the dropdown menu.
3. Click Reassign Workflow.

RETENTION

Admin > Setup > Retentions

Records Retention and Purging is defined based on your record guidelines.

1. Give your Retention a name.
2. Select the Retention Period.
3. Enter the Quantity
4. Click Save.

Below the Retention Details, you will see the list of your existing retentions.

To add a retention to a document type: Admin > Setup > Document Types.

1. After you create a new document type, or choose an existing one, scroll down to the Retention section located in the bottom left of the screen.
2. Using the Retention Drop-Down menu, select the appropriate retention schedule for the specific document type.
3. Once you have selected the right retention schedule, click Save.

DOCUMENT/FOLDER RECOVERY

Folders <u>cannot</u> be deleted if documents currently exist in them, or if there are documents at the Recover Documents screen that can be restored to that folder.

Admin > Recovery > Documents

Documents that have been logically deleted by a user can be recovered by the admin (or a user with the correct permission).

For documents, use the Search Details to help narrow down your search.

1. For an individual document, use the "select" checkbox or "recover" icon for that specific document.
2. For a group of documents, select all you would like to, then use the recover icon toward the bottom of the screen on the left.

Admin > Recovery > Folders

1. Folders that have been logically deleted by a user can be recovered by the admin (or a user with the correct permission).
2. For an individual Folder, use the "select" checkbox or "recover" icon for that specific folder
3. For a group of folders, select all you would like to, then use the recover icon toward the bottom of the screen on the left.